



## **QuickBooks Tips for the New and Veteran User**

*This information provided by Intuit/QuickBooks (www.intuit.com)*

### ***For the New User:***

**Memorized Transactions:** Do you have the same item to enter each month? Enter it once, memorize it, and never look at it again!

**Memorized Reports:** Your favorite reports can be saved as a group, then run together, saving time and frustration looking for those perfect reports every time.

**Pop-up Calculator:** The calculator pops up when you are on an amount cell and hit a calculator function key (-+/\*); then clicking "enter" puts the result in that field.

**Loan Manager:** Quickly and accurately track the principal and interest amounts each month.

**Today:** Pressing the letter T in a date field will automatically enter today's date.

**Credit Card Transactions:** Import your credit card transactions directly, saving data entry time.

### ***For the Veteran User:***

**History Button:** Allows you to trace a transaction back to the source documents; no more wondering, "Where did that come from?"

**Word and Excel:** Quickly and easily export lists or transactions. Why enter the information two or three times?

**Report Drill-Down:** The Financial Statements can be expanded or collapsed to provide the specific information needed.

**Remember the Last Transaction:** QuickBooks will automatically fill in the details of a transaction, saving data entry time and keeping the accounts accurate.

**Find Feature:** Instantly find where a transaction was posted.